



**Armed Forces Retirement Home
Chief Operating Officer
3700 N. Capitol Street, Box 1303
Washington, DC 20011-8400**

May 19, 2005

MEMORANDUM FOR ALL AFRH EMPLOYEES

Subj: Policy Statement – Equal Employment Opportunity

On May 30, 2003, I issued my first Policy Statement on Equal Employment Opportunity. Today, two years later, I wish to reaffirm my continued commitment to the principles of equal opportunity, affirmative employment and diversity. Discrimination based on race, color, religion, gender, age, national origin, physical or mental disability violates the law, as well as the policies of this Agency.

I continue to support a workforce that is rich in diversity. Diversity means inclusion of all races, gender, ethnic groups, religion, ages and people with disabilities. I expect each Home Director, Deputy Director, Service Chief, supervisor and manager to execute proactive affirmative employment principles to assure equity in personnel management, including recruitment, hiring, promotions, training and awards. Helping employees balance work, family needs, providing appropriate accommodations and support systems for individuals with disabilities also contributes to the goal of a model workplace.

Discrimination and sexual harassment are prohibited personnel practices and are not conducive to the development of a healthy work force, and therefore will not be tolerated. Complaints will be processed in accordance with appropriate laws and regulations and protected against reprisal.

The intent of our policy is to foster a working environment that encourages a sense of professionalism and respect for all. I am confident that all management officials will ensure that this policy is strictly enforced throughout the entire workforce.

TIMOTHY C. COX
Chief Operating Officer